

2003 AWARDS CRITERIA

PROJECT MANAGEMENT AWARDS

1.0 PURPOSE

The purpose of the Project Management Awards program is to recognize individuals and teams whose outstanding accomplishments and commitments in acquisition management merit special recognition.

2.0 BASIS FOR AWARD

These awards recognize outstanding performance based on successful completion or near completion of a project and overall management of the program or project.

3.0 ELIGIBILITY

Any individual or team (federal or contractor) is eligible to receive an award for accomplishments in project management that occurred in fiscal year 2002. The project for which the accomplishments are applicable must be completed, or nearly completed, within cost and schedule. A completed project is defined as a project that has received appropriate approval to start operations or project closeout. A nearly completed project is defined as a project that is 80% or more complete as determined by an earned-value management system or by any other project management method-of-determining percent complete.

4.0 AWARDS

Description

Each Award will consist of:

- a. A suitably engraved plaque or trophy; and
- b. A certificate of commendation signed by the Deputy Secretary of Energy.

Categories

- a. **Deputy Secretary's Excellence in Acquisition Award** is presented to an individual or team who has demonstrated "exceptional" results in completing a project within cost and schedule.
- b. **Deputy Secretary's Award of Achievement** is presented to an individual or team who has demonstrated "significant" results in completing a project within cost and schedule.
- c. **Acquisition Improvement Award** is presented to an individual or team who has implemented ideas, methods, or processes that led to measurable improvements in acquisition management.

5.0 RESPONSIBILITIES

The Secretarial Acquisition Executive is the awarding authority for this program. The Director, Office of Engineering and Construction Management exercises general staff supervision over the program and is responsible for its administration.

6.0 NOMINATIONS

- a. Any DOE Federal or contractor employee can submit a nomination.
- b. Nominations must be submitted (using the attached forms) through any DOE management organization, such as the Headquarters Program Office, Laboratory, Power Administration, Technology Center, Operations Office, Field Office, Project Office, or contractor (M&O/M&I).
- c. Each management organization must review each nomination and affirm: validity, merit, accuracy, and consistency of the information provided; that the accomplishment being recognized will withstand scrutiny inside and outside the Department; and that only one nomination per award category is submitted.
- d. Nominations must be approved by the nominee's immediate supervisor and submitted through the DOE management organization to the Director, Office of Engineering and Construction Management.

- a. Each submission must include seven (7) copies of the completed nomination forms and a current Capital Asset Plan (OMB A-11, Exhibit 300). All nominations must reach DOE-HQ by **February 14, 2003**, at the following address:
U.S. Department of Energy
Office of Engineering and Construction Management
Attn: Conference 2003
1000 Independence Avenue, S.W.
Washington, DC 20585

7.0 EVALUATION CRITERIA

- a. **ACCOMPLISHMENT:** Describe how the implementation of acquisition and execution processes and management system requirements included in DOE Order 413.3, "Program and Project Management for the Acquisition of Capital Assets," assisted the nominee(s) in delivering the project and/or program successfully. Success is defined as delivery on schedule, within cost, and fully capable of meeting the technical performance objectives as well as environmental, safety and health standards. Identify how key project management activities, techniques, procedures, best practices, applications etc., were directly linked to that success. Describe the innovation implemented, the tools used to measure improvements and/or success, and how these best practices were disseminated complex-wide.
- b. **LEADERSHIP AND TEAMWORK:** Describe how the nominee(s) demonstrated leadership in implementing effective project management processes. Include the nominee(s) ability to instill a vision, reinforce values, promote excellence in project management, and created an environment of shared responsibility for the successful planning, execution, and control of a project or project management activity. Describe how the nominee(s) created, supported and/or sustained an effective integrated project team (management; legal; financial; testing; environmental, health and safety; procurement and contracting).
- c. **PROJECT COMPLEXITY:** Describe the high-risk factors such as technical problems, cost and schedule constraints, limited resources, environmental, safety, and health issues, procurement issues, contract problems, regulatory constraints and/or any other challenge that the nominee(s) had to overcome in order to manage the project successfully. Describe how the nominee(s) was able to integrate these various complex elements to satisfy stakeholder and regulatory agency requirements.

8.0 SELECTION

- a. A selection committee chaired by the Director, Office of Engineering and Construction Management will review and rank the proposals based on the selection criteria.
- b. The selection committee will give equal consideration to all program/project management categories regardless of project size.

9.0 NUMBER AND TIMING

- a. Awards will be issued in three different categories as described in Section 4.0. There will be only one Deputy Secretary's Excellence in Acquisition Award.
- b. The selection committee may recommend more than one Deputy Secretary's Award of Achievement and Acquisition Improvement Award. The Director, Office of Engineering and Construction Management, however, maintains the discretion of awarding any number of Achievement and Improvement Awards as deemed appropriate.
- c. Awards are granted annually for contributions made or completed in the previous Fiscal Year.

10.0 CANDIDATE(S) SELECTED

- a. Each nominee(s) if selected, must be prepared to submit the following on short notice:
 1. A sketch of each nominee(s) role and contribution.
 2. A brief citation (no more than 200 words) of the nominee(s) accomplishment, which warranted receipt of an award.

**AWARD NOMINATION FORM
PROJECT MANAGEMENT AWARDS 2003**

Section 1. NOMINEE INFORMATION			
Name:		Title:	
Phone:		Fax:	
E-mail Address:			
Project/Facility Name:		Project ID:	
Mailing Address:	Street	State	Zip
	City		
Supervisor's Name:			
Line Management Organization (See Section 6.b):			

Section 2. AWARD CATEGORIES (Select Only One)		
	Individual	Team
Deputy Secretary's Excellence in Acquisition Award		
Deputy Secretary's Award of Achievement		
Acquisition Improvement Award		

Section 3. PROVIDE A 2-PAGE NARRATIVE DESCRIBING THE APPLICABLE EVALUATION CRITERIA. The narrative shall not exceed two pages. Applicants may attach still pictures related to the project or project management activities. However, no other forms of media (e.g., films, videotapes, viewgraphs, etc.) will be accepted.	
3.a NOMINATIONS: Address the evaluation criteria below for each respective nomination category.	
Individual Nomination	Team Nomination (complete section 4.b)
a) Accomplishment	a) Accomplishment
b) Leadership	b) Leadership and Teamwork
c) Project Complexity	c) Project Complexity
3.b TEAM MEMBERS (include name and organization)	

Section 4. APPROVAL		
4.a SUPERVISOR		
Name:	Title:	
Phone:	Fax:	
E-mail Address:		
Signature:		Date:
4.b LINE MANAGEMENT ORGANIZATION (See section 6.b)		
Organization Name:		
Approving Official:	Title:	
Signature:		Date:
Section 5. FOR USE BY SELECTION COMMITTEE ONLY		
Received Date:		
Nomination Complete (✓):	Signed Nomination Forms	
	Completed 2-page narrative	
Date Confirmation of receipt sent to Nominee(s) Supervisor:		
Award Notification Sent Date:	Acceptance	Non-acceptance

Any DOE employee (Federal or contractor) shall submit nomination(s) by **February 14, 2003**, and upon approval of supervisor and line management organization. Mail to:

U.S. Department of Energy
Office of Engineering and Construction Management
Attn: Conference 2003
1000 Independence Avenue, S.W.
Washington, D.C. 20585

NARRATIVE:

